

Audit Staff.

The revised Records Control Schedule was prepared by M [REDACTED] 25X1A
~~xxxxxx~~
of the Records Management Staff. This Schedule (No.33-57) dated
14 March 1957, supersedes the previous schedule dated April 1954.

Approximately 27 percent of the total volume (60 cubic feet) of records
have been scheduled as having permanent value. [REDACTED] of the 25X1A
Audit Staff assisted in the preparation of the schedule. There are
only 10 items in the schedule.

1. "Staff Subject File," 1950-1957. 2.0 cubic feet. Correspondence,
reports and related form records pertaining to the administration,
operation and organization of the audit staff on such subjects as policies
and procedures, budget and fiscal matters and other subjects covering the
activities of the staff. Permanent.

2. "Project and Report File," 1951-1957. Part a. 3.5 cubic feet.
Correspondence, reports and related material which document the audit of
all confidential funds and property accounts. Filed alphas. by name.
Permanent. b. 16.0 cubic feet. Workpapers for financial and property
audits, including inventories, balance sheets, profit and loss statements
and bank statements. Permanent.

3. "Memorandum of Exception File," 1948-1957. 1.5 cubic feet.
Memoranda of Exception which denote the results of audits and the replies
thereto from the Finance Division of the action taken to rectify or clear
such exceptions. Filed numerically by exception number. Permanent.
Transfer to Records Center when volume reaches 1 foot (actions completed.)

25X1A